
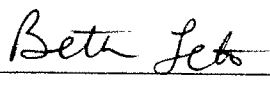



ADDENDUM

Position Title: MECHANIC I Department: Fleet Management	Class Code:	Position Level: 6
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ADDITIONAL KEY JOB REQUIREMENTS
<ol style="list-style-type: none">1. Knowledge of sound practices and principles as related to Heavy Equipment/vehicle parts inventory, and ordering of large multi Fleet Facilities and Programs.2. Knowledge of modern computer technologies as related to parts, components, tools and practices of the automotive/heavy equipment mechanics trade.3. Bulk orders parts, supplies, tools, and equipment for multiple Fleet Facilities, in order to standardize, and get most competitive pricing.4. Maintains centralized parts/supply inventories. Updates, and keeps track of inventories, and vendors utilizing computer programs, spread sheets, etc.5. Travels to all area garage facilities, and/or job sites to deliver bulk orders, and priority parts. Assists all area garages, with inventory, and inventory distribution.6. Assists all of Fleet's Mechanics with special projects.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Roy Sanchez</u>	Signature: <u></u>	Date: <u>10/17/09</u>
<i>Division Director:</i>		
Name: <u>Beth Leto</u>	Signature: <u></u>	Date: <u>10/20/09</u>
<i>Deputy County Administrator:</i>		
Name: <u>Deborah Frederick</u>	Signature: <u></u>	Date: <u>11/2/09</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____